

# Job Opportunity Bulletin

**Post Date: August 21, 2015**

## OFFICE TECHNICIAN (TYPING)

**Salary Range: \$2,809 - \$3,515**  
**Permanent, Full-Time**

**FINAL FILING DATE: UNTIL FILLED**

### JOIN THE DDS TEAM!

For information about the  
DEPARTMENT OF  
DEVELOPMENTAL SERVICES  
Please visit our website at  
[www.dds.ca.gov](http://www.dds.ca.gov)

The California Department of Developmental Services (DDS) has an outstanding opportunity for a strong candidate seeking a position as an Office Technician (Typing) in the Regional Center Branch of the Community Services Division.

The incumbent provides specialized and general clerical support to the Branch Manager, Appeals, Complaints and Projects Section (ACPS) and overall technical support to the Branch.

For complete duties, please see duty statement on the following page

Please refer to:

**Position #473-212-1139-101**

Mail your application to:

Dept. of Developmental Services  
1600 Ninth Street, MS-Q  
Sacramento, CA 95814  
Attention: Claudia Lutz

All applications will be screened  
and only the most qualified will be  
interviewed.

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Proficient in Microsoft Word, Excel, and Outlook.
- ❖ Strong clerical skills.
- ❖ Organized and detail-oriented.
- ❖ Ability to be flexible with various assignments.

### ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date.

All applicants will be considered; however, Re-employment/SROA/Surplus will be given priority. Please include the **basis of your eligibility** (list eligibility or lateral transfers must meet the minimum qualifications of this classification) and position **#473-212-1139-101** on your application.

**Please also attach a copy of your typing certificate.** To obtain a typing certificate, please go to: <http://jobs.ca.gov/Job/TypingCertification>

### CONTACT INFORMATION

Name: Claudia Lutz  
Number: (916) 322-7784

Email: [claudia.lutz@dds.ca.gov](mailto:claudia.lutz@dds.ca.gov)



**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 9<sup>th</sup> Street, MS-Q  
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

**DUTY STATEMENT**

DS 3022 (11/2013)

<b>CLASSIFICATION</b> Office Technician (Typing)	<b>DIVISION/BRANCH</b> Community Services Division Office of Community Operations
<b>EMPLOYEE NAME</b>	<b>SECTION/UNIT</b> Regional Center Branch
<b>POSITION NUMBER</b> 473-212-1139-101	<b>EFFECTIVE DATE</b>

**SUMMARY:** Under the general direction of the Manager, Regional Center Branch, the Office Technician (OT) will provide specialized and general clerical support to the Branch Manager and technical support to the Branch.

**EXAMPLES OF DUTIES:**

- 35% Format, edit and type: correspondence, reports, presentations and other written documents to ensure conformity with the Department's *Written Communications Manual*.
- 30% Provide telephone coverage for the Branch. Prepare travel arrangements, prepare travel reimbursement forms and maintain a log of travel activity and claims. Maintain contact lists and distribution lists for Oasis and Outlook. Order supplies for Branch staff and maintain office equipment.
- 15% Track assignments to ensure deadlines are met. Manage both electronic and hard-copy files, records and assignment log system.
- 10% Maintain Branch Outlook calendar, schedule and prepare meeting packages, organize meetings with both Department and external participants. Maintain personnel files for Regional Center Branch staff, initiate and prepare monthly timesheets and coordinate time reporting with Personnel.
- 10% Assist Division secretary with various administrative support duties such as preparing correspondence, reports, memorandum, telephone coverage, mail distribution, and back-up support, as required.

**JOB TITLE:** Office Technician (Typing)

**POSITION #:** 473-212-1139-101

**SUPERVISION RECEIVED:** Reports to, and is under the direction of, the Manager, Regional Center Branch.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** On the average, spends 75% of the time on a personal computer. The remainder of the time is spent on specialized and general clerical duties.

**TYPICAL WORKING CONDITIONS:** Open-spaced partitioned office in a smoke-free environment. Typically, work hours are 8:00 a.m. to 5:00 p.m.

**PERFORMANCE REQUIREMENTS:**

Knowledge of: Microsoft Office Suite, Microsoft Word, Windows, Excel, and PowerPoint; modern office methods, supplies and equipment; and business English and correspondence.

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetic computations; operate various office machines; follow oral and written directions; evaluate multiple situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; establish and maintain effective working relations with others; apply specific laws, rules, and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance; and type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

**CERTIFICATION OR LICENSE:** Typing certification with passing score of 40 words per minute.